

BROWNFIELDS JOB TRAINING COOPERATIVE AGREEMENT

QUARTERLY PROGRESS REPORT

Cooperative Agreement Number: *(insert brownfields cooperative agreement number)*

Reporting Period: *(insert timeframe)*

Report Number: *(This number should ideally correspond to the number of quarters since the pilot was awarded.)*

Date Submitted: *(Reports are due to be submitted within 30 days of the close of each Federal fiscal quarter)*

Prepared for:
(name, office/department, and address of pilot)

Prepared by:
(name, address, and phone number of person or entity administering the pilot)

Submitted to:

Kimi Sabour
Brownfields Data Manager
U.S. Environmental Protection Agency
One Congress St., Suite 1100
(Mail Code HBT)
Boston, MA 02114-2023
sabour.kimi@epa.gov

Brownfields Data Manager
U.S. Environmental Protection Agency
Ariel Rios Building (MS-5105)
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460
bf_forms@epa.gov

1. PROJECT PROGRESS

Progress reported in this section will clearly identify only those activities performed during the reporting period that were undertaken with EPA funds, and will relate EPA-funded activities to the objectives and milestones agreed upon in the pilot work plan.

1.1 Status of Activities During the Reporting Period

Describe the work accomplished during the reporting period. Activities (tasks, subtasks, outputs, objectives, milestones, etc.) agreed upon in the pilot work plan should be listed here in the order in which they appear in the workplan. The narrative should include the date each class started, the number of participants that started the class, the number of participants that dropped out (i.e., personal problems, learning difficulty, etc.), the number of participants completing the class, the placement achieved for each participant of the class, and salary.

Specify that the participants are recruited from neighborhoods where the brownfields sites are located. Summarize the training courses that have been conducted including the innovative technology course(s). Discuss your training plans on how innovative and alternative technologies will be covered.

Please also explain in this section any delays or other problems (if any) encountered during this reporting period for each activity, and describe the corrective measures that are planned. Also mention what kind of assistance (training or technical support) is needed to address these problems in the future.

1.2 Activities Anticipated in Next Reporting Period

Describe activities that are being planned for the next reporting period (i.e., recruitment, job placement, special guest speakers, field trips, etc.).

1.3 Modifications to the Workplan

Include a description of any modifications to the work plan that were approved during the reporting period. Also mention in this section modifications to the work plan that will be proposed in the next reporting period. If none, please state so. (Please note that mentioning a proposed modification or item requiring approval in the quarterly progress report does not satisfy the requirement for submitting a request to EPA).

1.4 Schedule Summary

Discuss the progress made on various pilot activities as compared to the proposed schedule in the work plan. Explain significant discrepancies. Include if appropriate, a revised schedule for submission of any deliverables or other work products identified in the work plan.

2. BUDGET SUMMARY

Include Tables with details about how much was spent by Task and Object Class. Table 1 summarizes the expenses for the reporting period by task, Table 2 summarizes the overall expenses for the project.

Table 1: Summary of Costs Incurred this Quarter

Object Class	Task 1	Task 2	Task 3	Task 4	Total Quarterly Expenses
Personnel					
Fringe Benefits					
Travel					
Equipment					
Supplies					
Contractual					
Other					
Total					

Table 2: Summary of Costs Incurred for Project

Object Class	Budgeted Amount	Previously Expended	Expenses this Quarter	Totals
Personnel				
Fringe Benefits				
Travel				
Equipment				
Supplies				
Contractual				
Other				
Totals				

3. MINIMUM REPORTING REQUIREMENTS

In addition to describing the work accomplished during the reporting period, recipients are required to provide information on the six **Key Measures** for the Brownfields Job Training Pilots. These six Key Measures are defined in **OMB Circular 2030-0020** (Note: A copy of this Circular can be obtained from your EPA Project Officer). **Attachment 1** can be used to report on these Key Measures.

OMB Circular 2030-0020 also describes suggestions for **Voluntary Supplemental Information** that can be provided in your Quarterly Progress Report. **Attachment 2** can be used to report on the Voluntary Supplemental Information.

BROWNFIELDS JOB TRAINING PILOT PROFILE
ATTACHMENT 1 (REQUIRED)

(Provide the information requested below for the pilot profile. This is to be prepared **quarterly** by the Project Manager, attached to the Quarterly Report, and sent to Theresa Carroll at Region 1, and Jim Maas at Headquarters).

Pilot Name: _____ **Reporting Period:** _____

Address: _____

City, State, Zip Code _____

Zone (Federal EC/EZ, State or Local): _____ **Date Form Filled Out:** _____

THIS QUARTER TO DATE		CUMULATIVE	
JT1	Number of Participants Entered in Training		
JT2	Number of Participants Completing Training		
JT3	Number of Participants Obtaining Employment		
JT4	Average Hourly Wage of Participants Obtaining Employment		
JT5	Total number of Brownfields-related Partnerships with other Organizations Including the following:		
JT5A	•Number of Partnerships with other Federal Agencies		
JT5B	•Number of Partnerships with State and tribal Government Agencies		

JT5C	•Number of Partnerships with Local Government Agencies		
JT5D	•Number of Partnerships with Private Entities and Non-governmental Organizations		
JT6	Information on Total Leveraged Funds for Training Pilots		
JT6A	•Funding Committed from other Federal Agencies		
JT6B	•Funding Received from State Government Agencies		
JT6C	•Funding Received from Local Government Agencies		
JT6D	•Funding Received from Private Entities and Non-governmental Organizations		

Job Training Pilot recipients are encouraged to (voluntarily) provide information on the opposite page.

VOLUNTARY SUPPLEMENTAL INFORMATION FOR BROWNFIELDS JOB TRAINING PILOTS

ATTACHMENT 2 (VOLUNTARILY)

- Provide demographic information (gender, age, ethnicity, etc.) on participants entered in training.
- Provide demographic information (gender, age, ethnicity, etc.) on the participants, and a description of their training.
- Provide information on the types of jobs obtained.
- Average Hourly Wage of Participants Obtaining Employment (*No additional voluntary information required on this key measure*)

- Provide a listing of the committed partners involved, including organizational names, addresses, contact names, and a description of the partnerships
- Provide a listing of the other organizations involved, including the funding amounts and a description